

<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>						1. Agency Position No. <b>13807</b>	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Orlando, FL</b>		5. Duty Station <b>Orlando, FL</b>	
Explanation <i>(Show any positions replaced)</i>		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		6. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input checked="" type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/>	
						13. Competitive Level Code <b>1107</b>	
						14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		<b>Contract Specialist</b>		<b>GS</b>		<b>1102</b>	
e. Recommended by Supervisor or Initiating Office		<b>Contract Specialist</b>		<b>GS</b>		<b>1102</b>	
						<b>11</b>	
16. Organizational Title of Position <i>(If different from official title)</i>				17. Name of Employee <i>(If vacant, specify)</i>			
18. Department, Agency, or Establishment <b>Department of the Army</b>				c. Third Subdivision <b>Project Support Group</b>			
a. First Subdivision <b>Asst. Secretary of the Army (Acq., Logistics, &amp; Technology)</b>				d. Fourth Subdivision <b>Contracts Directorate</b>			
b. Second Subdivision <b>PEO for Simulation, Training &amp; Instrumentation</b>				e. Fifth Subdivision			
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>			
<b>KIM D. DENVER, Director of Contracts</b>				<b>TRACI A. JONES, Project Support Executive</b>			
Signature		Date		Signature		Date	
/s/ by Traci A. Jones, for		3 May 2005		/s/		3 May 2005	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position <b>OPM PCS Contracting Series GS-1102, Dec 83, TS-71 WCPS-2 Aug 02</b>			
Typed Name and Title of Official Taking Action				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
<b>JAMES T. BLAKE, Deputy Program Executive Officer</b>							
Signature		Date					
/s/		5 May 2005					
23. Position Review		Initials		Date		Initials	
a. Employee <i>(optional)</i>							
b. Supervisor							
c. Classifier							
24. Remarks <b>BUS: 7777 CL: 1107</b> This position is developmental to the full performance level of GS-12. Employee may be promoted to the GS-12 level without further competition subject to the availability of funds and work satisfactory performance. The employee must meet DOD 5000.52-M requirements applicable to the duties of the position.							
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>							

## **Position Description**

### **Contract Specialist GS-1102-11**

#### **Duties:**

Performs pre-award procurement functions that are not well defined or well preceded. Ensures appropriate funding and required waivers, certifications, approval and compliances have been obtained for purchase/support requests. Determines instrument type, method of solicitation or announcement, options and funding determinations, milestone development, and sources to be solicited/eligible. Develops and issues solicitations with appropriate clauses/terms and conditions, and with well defined statements of work/areas of interest and award factors. Participates in evaluating responses to solicitations, including price reasonableness, adequacy of competition, compliance with solicitation, probability of meeting requirements. Resolves and disposition contract audit recommendations in a timely manner, while fully protecting the Government's interest. Negotiates price, terms, and conditions. Prepares price negotiation memoranda. Prepares recommendations for awards. Prepares award documentation, including delineations of responsibilities of contractors/recipients. Serves as point of contact for assigned actions. (50%)

Administers contracts that are neither well-defined nor well-precedented. Determines milestones to administer assigned actions. Monitors performance for compliance with terms and conditions of agreements. Issues task or delivery orders as provided in contracts. Determines extent to which subcontracting plans comply with regulatory guidelines. Monitors subcontracting for compliance with plans. Issues consents to sub-agreements. Requests and evaluates proposals. Performs cost and price analyses. Negotiates proposals and prepares modifications; documents actions. Serves as point of contact for assigned actions. Resolves and dispositions contract audit recommendations, in at timely manner, while fully protecting the Government's interest. (35%)

Analyzes and evaluates cost or pricing data elements to determine price reasonableness when relevant historical data and pricing precedents are not always available and do not apply directly. Analyzes contractor proposals to determine reasonableness, allowability, and allocability of costs. Determines appropriateness and reasonableness of proposed labor and overhead rates and labor escalation factors based on audit reports or other available sources. Documents results of cost and price analyses and market surveys. Develops cost/pricing data for use in negotiation sessions. Resolves and dispositions contract audit recommendations in a timely manner, while fully protecting the Government's interest. Negotiates cost, price, and related factors. Presents price information at negotiation sessions. Promotes teamwork and total quality customer services on a continuing basis. (15%)

Performs other duties as assigned.

#### Factor 1. Knowledge Level 1-7, 1250 Pts

Comprehensive knowledge of business practices and market conditions so as to evaluate proposal responsiveness, contractor/recipient responsibility, contractor/recipient performance, and other wide ranging contract/assistance actions when these actions are not well defined or well preceded.

Knowledge of basic project planning so as to accomplish contractual/assistance actions.

Comprehensive knowledge of contract price and cost analysis/cost accounting techniques so as to compile and evaluate price and/or cost data for a variety of pre-award and/or post-award procurement/assistance activities.

Comprehensive knowledge of negotiation techniques so as to be able to negotiate procurements/assistance actions for research, extensive services, or complex end items.

Comprehensive knowledge of statutes, regulations and procedures so as to be able to perform procurement/assistance functions not well defined or well preceded.

Knowledge of a wide variety of contracting/assistance methods and agreement types sufficient to perform pre-award, post-award, and/or contract price/cost analysis functions when the actions are not well defined or well preceded.

#### Factor 2. Supervisory Controls Level 2-4, 450 Pts

The supervisor sets the overall objectives and resources available. The supervisor assigns work. The employee manages workload deadlines, projects and work to be done. Work is carried out independently. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

#### Factor 3. Guidelines level 3-3, 275 Pts

Guides and precedents require minor adaptation or interpretation to apply to specific actions or problems.

#### Factor 4. Complexity Level 4-4, 225 Pts

The work typically involves varied duties requiring many different and unrelated processes and methods, with full operating competence in the well-established aspects of the contracting/assistance assignment. Assignments involve planning and carrying out pre-award, post-award, price/cost analysis, or staff functions containing a variety of complexities. Decisions are based on analysis of alternatives, adaptation or modification of procedures, or resolution of incomplete or conflicting technical, program, or contractor/recipient data. The work requires making many decisions concerning such issues as the interpretation of a considerable amount of technical data and policy and regulatory information, and the planning and coordination of procurement activities for the pre-award, post-award, or other functions.

Factor 5. Scope and Effect Level 5-3, 150 Pts

The purpose of the work is to perform a variety of contracting/assistance activities covering a wide range of research, technical services, supplies, and/or equipment. Effective and timely procurements enable the serviced organizations to accomplish their various missions.

Factor 6. Personal Contacts Level 6-3, 60 Pts

Contacts are with the contractors/recipient's officials (e.g., presidents, senior vice-presidents, contract managers, and comptrollers) and with Government specialists such as auditors, in an unstructured setting, with the authorities of the parties being identified during communication process.

Contacts are also with representatives of Small Business Administration, Department of Labor, higher headquarters, trade associations, and potential contractors/recipients.

Factor 7. Purpose of Contacts level 7-3, 120 Pts

The purpose of contacts with external groups is to conduct conferences, obtain required information, conduct fact finding, negotiate awards and modifications, and resolve numerous problems arising during contract administration. The employee must be skillful in dealing with personnel with highly divergent points of view and must be persuasive in the pre-award and/or post-award phases of award and administration cycles.

Factor 8. Physical Demands Level 8-1, 5 Pts

Work is primarily sedentary.

Factor 9. Work Environment Level 9-1, 5 Pts

Work is performed in an office setting.

POINT RANGE – 2355-2750

TOTAL POINTS - 2540